

Richard Jones

1234, West 67 Street,
Carlisle, GA 99999,
(123)-456 7890.

OBJECTIVE:

Auditor position in the public accounting field.

SUMMARY:

- More than two years of progressive accounting and auditing experience.
- Auditor internship with Ernst And Young in Raleigh, NC.
- Magna Cum Laude graduate with BBA in Accounting.
- Proficient with MS Office, Windows XP, and the Internet.

EDUCATION:

- Bachelor of Business Administration in Accounting, May 2003
- Illinois State University, Normal, Illinois
- Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses taken included:

- Managerial Accounting Corporate Audit and Reconciliation
- Intermediate Accounting I And II Financial Management
- Accounting I And II Internal Audit
- Accounting for Not-For-Profits Managerial Economics

EXPERIENCE:

Auditor Internship, May 2002 to August 2002

Ernst And Young, Raleigh, North Carolina

- Participated in the annual audit of Omega Megalithic Holdings, including development of the final certification report.
- Participated in quarterly audit of Alpha Bank Corporation, including identification and correction of over twenty major accounting errors.
- Developed several Excel spreadsheet macros currently in use for reducing entry time and automatically cross-referencing for errors.
- Received Employee of the Month award twice—first intern ever to win the award.

Accounts Payable/Bookkeeping Clerk, May 2000 to Present

Anytown Tax and Bookkeeping Service, Anytown, New York

- Assisted (via remote) with payroll, tax, and account processing.
- Developed automated monthly sales tax payment system.
- Implemented Rapid Tax Refund service for individual customers.